

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**Community Development Section****State CDBG Program**

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**CDBG****Community Development Block Grant Program****MANAGEMENT MEMORANDUM****Memorandum Number: 03-08****TO: All Eligible Jurisdictions and Interested Parties
2003****DATE: August 8,****SUBJECT: Announcement of CDBG Grant Management Training Workshops for
FY 2003/2004****Purpose of this memo:**

This memo is an invitation to all eligible jurisdictions and interested parties to attend the 2003-04 Community Development Block Grant (CDBG) Grant Management Training Workshops. The dates, locations and agenda for the seven workshop sessions are shown on the following pages.

Workshop contents

These workshops provide information to grantees on how to manage their CDBG grant. The focus will be on the Federal overlay requirements pertaining to all CDBG-funded grants. Topics will include environmental review, procurement, Planning and Technical Assistance grants, program income, reporting, fiscal requirements, lead based paint, economic development and more. The agenda will be the same for each workshop – see copy attached.

Who should attend?

These workshops are most important to those jurisdictions currently participating in the CDBG Program. Local CDBG contract administrators and program operators should attend the workshop in their region.

We strongly encourage grantees' *fiscal staff* to attend the workshops. In particular, we recommend fiscal staff to attend the presentations on *program income, reports, and fiscal records and reports*.

Travel to these workshops is an allowable CDBG expense under general administration. CDBG Representatives from each region will be available for consultation at the workshops.

For further information:

Contact the CDBG Program Secretary at (916) 263-0485 or your CDBG Regional Representative. The agenda and location information will be posted on our website at <http://www.hcd.ca.gov/ca/cdbg/>.

2003 CDBG Grant Management Workshop Schedule

Wednesday, September 3, 2003	<u>Dunsmuir</u> Dunsmuir – Community Building 4835 Dunsmuir Avenue Dunsmuir, CA 96025
Friday, September 5, 2003	<u>Crescent City</u> Cultural Center 1001 Front Street Crescent City, CA 95531
Wednesday, September 10, 2003	<u>Woodland</u> Woodland Public Library 250 First Street Leake Community Room Woodland, CA 95695
Friday, September 12, 2003	<u>Marysville</u> One Stop Center 1114 Yuba Street 2 nd floor, Beckwourth room. Marysville
Thursday, September 18, 2003	<u>Monterey</u> County Leadership Building 2354 Garden Road Monterey, CA 93940
Wednesday, September 24, 2003	<u>El Centro</u> (north of Kari Hill Center) 2895 South Fourth Street Rooms B and C El Centro, CA
Friday, September 26, 2003	<u>Visalia</u> Tulare County Workforce Investment Dept. 4025 W. Noble Ave. Plum, Apricot, and Nectarine Rooms Visalia, CA

STATE CDBG PROGRAM
GRANT MANAGEMENT TRAINING FOR FISCAL YEAR 2003/2004
September 2003

AGENDA

- 8:30 – 9:00 a.m. *Registration*
- 9:00 – 9:30 a.m. *Introductions, Overview, and What's New?*
- 9:30 – 10:30 a.m. *Starting the Grant Cycle*
- What's in the state contract
 - Clearing Special Conditions
 - Environmental Review
- 10:30 – 10:45 a.m. *BREAK*
- 10:45 – 11:15 a.m. *Procuring Goods and Services*
- 11:15 -- 11:30 a.m. *Planning and Technical Assistance Grants*
- Common Application Errors and Omissions.
 - Final Products and Other Information
- 11:30 – 1:00 p.m. *LUNCH ON YOUR OWN*
- 1:00 – 1:45 p.m. *Program Income*
- 1:45 – 2:30 p.m. *Reports*
- 2:30 – 2:45 p.m. *BREAK*
- 2:45 – 3:15 p.m. *CONCURRENT SESSIONS:*
Fiscal Records and Fiscal Reports
or
Equal Opportunity/Fair Housing
- Section 3, Section 504, ADA
- 3:15 – 4:00 p.m. *CONCURRENT SESSIONS:*
Housing Rehabilitation and Lead Based Paint
or
Economic Development
- 4:00 – 4:15 p.m. *Program Monitoring by CDBG Staff*
- What to Expect
 - Monitoring Checklists and Recordkeeping Guidelines
- Closing Out Your Contract*

- Closeout documentation

4:15 – 4:30 p.m.

Workshop Evaluation Forms